

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE**

**VACANCY ANNOUNCEMENT**



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

**HEALTH PROGRAM ANALYST II**

The Adult System of Care (ASOC) Administration, located at DMH Headquarters in Los Angeles, is seeking a qualified, highly motivated candidate to fill a vacant Health Program Analyst II vacancy.

**ESSENTIAL JOB DUTIES:**

- Collaborate with Mental Health Clinical Program Managers, supervisors and other clinical staff in the development of new and innovative programs.
- Responsible for contract monitoring to ensure effective and appropriate utilization of provider allocations. Performs detailed reviews of utilized and under-utilized allocations and provides recommendations to the Mental Health Program Manager III and Deputy Director on the realignment of dollars to providers who have appropriately maximized utilization in order to optimize services and obtain program cost effectiveness.
- Analyzes program and fiscal data to evaluate the quality and effectiveness of adult services provided by directly operated and contracted providers. Provides feedback and recommendations to management.
- Develop data collection, tracking and reporting mechanisms for information streaming from contractors, directly-operated programs, and internal administrative operations in order to make regular verbal and written reports on program activities and progress and provide recommendations to the Mental Health Clinical Program Manager III and Deputy Director.
- Collect and analyze specialized data in order to create written reports for the Mental Health Clinical Program Manager III or Deputy Director in response to special requests from the Executive Management Team, Office of the Director, Chief Executive Office, and/or Board of Supervisors.
- Collaborate with other Bureau Analysts in the preparation and submission of fiscal budget requests.
- Assist in the development of Board Letters related to the expansion of existing programs and development of new programs.
- Assist the Health Program Analyst III in the development of human resources related documents such as Personnel Action Requests (PAR), Ordinance Position Authority (OPA) Requests, Permanent Position Transfer (PPT) Requests, etc.
- Function as part of the ASOC administrative team and complete special assignments as required.

**DESIRABLE QUALIFICATIONS:**

- Experience with contract administration and monitoring, and budget preparation.
- Strong organizational skills, flexibility, and the ability to prioritize multiple tasks.
- Strong verbal and written communication skills.
- Proficiency with Microsoft Word and Excel.
- Ability and desire to work in positive and effective team environment.
- Prior experience working in a Wellness, Field Capable Clinical Services or Prevention and Early Intervention program.

Individuals currently holding the payroll title of Health Program Analyst II are encouraged to apply. Interested candidates are requested to submit a resume, last two performance evaluations, master time records for the last two (2) years, and a letter of interest no later than October 16, 2015 to:

**Divina Tababa on behalf of  
Wendi Tovey, L.C.S.W., Program Manager III  
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Adult System of Care  
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